

# Filing Pointers FYI

## **OVERVIEW**

The following information serves as a guide for making filings with the Commission, including a mock-up filing with notable requirements indicated in red.

For specific guidance on filing requirements, always consult the [Commission's rules](#) for specific filing requirements.

## **ADMINISTRATIVE REJECTION**

The Commission conducts its proceedings “in such manner as will best conduce the proper dispatch of business and the ends of justice” allow. This requires the Commission to “administratively reject” filings that do not comply with the rules. For example, Rule 1305(b) of the Rules of Practice and Procedure allows the Commission to reject any proposed tariff, price list, or time schedule that is not submitted in the format required by the Commission’s rules.

When filing documents with information claimed to be confidential or highly confidential, please take special care to make a public filing with the confidential information redacted. Failure to do so requires Commission staff to administratively reject the filing pursuant to Rule 1101(a).

## **FILING CHECKLIST**

### **Number of copies**

- ☐ If a filing is submitted electronically through the [Commission's E-Filing System](#), no copies of the filing are made.
- ☐ When filed in paper, the Original +3 copies should be submitted, except for annual reports. For annual reports, the Original + 2 copies should be filed.

### **General content**

- ☐ Clear and concise statement of authority relied upon
- ☐ Clear and concise statement of relief sought
- ☐ The name, including trade name, if any, of the party or the party's attorney

### **General formatting requirements**

- ☐ 8.5” x 11” white pages (for pleadings other than pre-printed forms)
- ☐ One-inch margins
- ☐ Bound with removable bindings
- ☐ Page number centered at bottom center of each page excluding the cover page. Written testimony page numbers may be included in a header.
- ☐ Text at least 12-point type
- ☐ Double-spaced (indented quotations and footnotes may be single-spaced)

Pleading caption must contain the following:

- ☐ The heading “Before the Public Utilities Commission of the State of Colorado.”
- ☐ Proceeding title. For applications and petitions, the title must contain the following:
  - ☐ Applicant’s/petitioner’s name
  - ☐ Description of the specific order sought
  - ☐ Brief description of the proceeding’s subject matter
  - ☐ If related to previous proceeding, identification of the previous proceeding by number
- ☐ Proceeding number
- ☐ Pleading title

**Multiple documents filed as a single filing (e.g., an application with a related motion, a motion with exhibits, or an advice letter with related tariff pages)**

Through E-Filings: primary and secondary documents must be

- ☐ Separately identified
- ☐ Separately uploaded

Paper filings: primary document and each secondary document must be

- ☐ Separately identified
- ☐ Separated with blank slip sheets

**Requirements for all pleadings other than written testimony**

- ☐ No longer than 30 pages, excluding attachments. In calculating page length, the following are not included:
  - Cover sheet
  - Table of contents
  - Certificate of mailing
  - Copies of authorities cited
  - Copies of a decision that may be the subject matter of the pleading
- ☐ Attorney signature (for parties represented by an attorney). Pleading must also include the attorney’s ...
  - ☐ Address
  - ☐ Telephone number
  - ☐ E-mail address
  - ☐ Attorney registration number
- ☐ Signed by a person with authority to bind the party (for parties not represented by an attorney). Pleading must also include that person’s ...
  - ☐ Title
  - ☐ Address
  - ☐ Telephone number
  - ☐ E-mail address

**Special requirements for written testimony**

- ☐ Table of contents (if testimony exceeds 20 pages and deals with more than one subject)
- ☐ Each line serially numbered in the left margin, beginning with “1” on each page

Cover sheet requirements:

- ☐ Proceeding number
- ☐ Proceeding caption
- ☐ Witness name
- ☐ Name of party for whom witness is testifying
- ☐ Date testimony is filed
- ☐ Whether testimony is direct, answer, cross-answer, rebuttal, surrebuttal, or other testimony

Exhibit requirements:

- ☐ Numbered sequentially
- ☐ Physically contained in same document as testimony if exhibit does not exceed 30 pages. If exhibits are submitted through E-Filings instead, they must be numbered sequentially and separately uploaded as secondary documents to primary written testimony.
- ☐ If exhibit is longer than 30 pages, exhibit must be bound and separated from testimony.
- ☐ Exhibits of each witness numbered sequentially beginning with the witness' initials and followed by the exhibit number.

Every pleading must have a caption identifying the proceeding title, number, pleading title, and the heading "Before the Public Utilities Commission of the State of Colorado."

BEFORE THE PUBLIC UTILITIES COMMISSION  
OF THE STATE OF COLORADO

8.5" x 11" white  
pages, one-inch  
margins.

IN THE MATTER OF THE APPLICATION OF THE BRITISH  
COLONIES OF NORTH AMERICA FOR AN ORDER  
AUTHORIZING THEIR DECLARATION OF INDEPENDENCE  
FROM THE BRITISH CROWN AND A REQUEST FOR  
FUNDING FOR THE CONTINENTAL ARMY AND FOR  
CONSTRUCTION OF A NAVY

Proceeding No. 13F-1776IND

Proceeding number

Proceeding title

Application or petition titles must contain the applicant's or petitioner's name, describe the specific order sought, and briefly describe the proceeding's subject matter. Applications/petitions related to prior proceedings must identify the prior proceeding by number.

**BRITISH COLONIES' FORMAL APPLICATION**

Pleading title

man events, it becomes necessary for one people to dissolve the political bands  
another, and to assume among the powers of the earth, the separate and equal  
e and of Nature's God entitle them, a decent respect to the opinions of mankind

requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their

Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.--That to  
secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the

Bound with removable  
bindings.

any Form of Government becomes destructive of these ends, it is the Right of the People

to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its

powers in such form, as to them shall seem most likely to effect their Safety and Happiness. ... The history of the

present King of Great Britain is a history of repeated

establishment of an absolute Tyranny over these States

He has refused his Assent to Laws, the most  
has excited domestic insurrections amongst  
our frontiers, the merciless Indian Savages,  
destruction of all ages, sexes and conditions

We, therefore, the Representatives of the united

appealing to the Supreme Judge of the world for the

the good People of these Colonies, solemnly publish

No pleading may exceed 30  
pages, excluding attachments.  
For calculating pleading length,  
please consult Rule 1202(c). If  
filed testimony exceeds 20  
pages and deals with more than  
one subject, the filed testimony  
must contain a table of  
contents. Multiple documents  
filed as a single paper filing  
must be separately identified  
and separated with slip sheets.

Double-spaced,  
min. 12-point  
type. Indented  
quotations and  
footnotes may be  
single-spaced.

Page number centered at bottom  
center of each page excluding the  
cover page. Written testimony page  
numbers may be included in a header.

to be Free and Independent States. ... And for the support of this Declaration, with a firm reliance on the protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes and our sacred Honor.